

## **THE STATUTE OF THE EHRN STEERING COMMITTEE**

### **1. Role of the Steering Committee**

The Steering Committee (SC) is the governing body of EHRN.

The main function of the SC is to facilitate the fulfillment of EHRN's mission by developing and implementing policies, strategies and operational principles of the organization.

### **2. Membership and structure of the Steering Committee**

As indicated in Clause 6 of this Statute, the Steering Committee is formed of elected representatives of EHRN sub-regions and 2 Drug User Community representatives. The SC consists of the SC Chairperson and SC members. The total number of SC members representing sub-regions and communities is defined by the SC triennially considering the network development dynamics.

### **3. Rights and Responsibilities of the Steering Committee Members**

SC members work on the voluntary basis and do not receive financial compensation for their work within the SC.

SC members have the right to:

- Initiate the discussion of any question related to the EHRN activities and/or critical issues related to harm reduction in CEECA;
- Receive, on demand, all available information (possessed by EHRN) related to the Network's operation and their meaningful involvement with EHRN;
- Advocate for EHRN's interests, and negotiate on its behalf, in their sub-regions and internationally;
- Serve as members of the Secretariat's Expert Groups on questions related to EHRN's areas of activity;
- Receive reimbursement for reasonable expenses associated with their work and commissions of the SC. The pattern and sizes of such expenses should be agreed on with the Chairperson and the Secretariat in advance.

SC members are obliged to:

- Participate in the SC meetings at least once per year;
- Participate in the SC e-mail and teleconferences;
- Take part in developing and discussing policies and procedures that regulate EHRN operation including annual plans and budgets;
- Respond to formal requests of the Chairperson, other SC members and the Secretariat within 5 working days;
- Actively represent interests of EHRN in their sub-regions;
- Actively represent interests of their sub-regions in the SC;
- Engage EHRN members from their respective sub-regions in EHRN activities;
- Promote EHRN membership and recruit new members in their respective sub-regions;
- Annually report to the SC on their activity as SC Members;
- Carry out commissions from the SC and treat their obligations responsibly;

- Review and approve the Secretariat’s plans for grant proposal submission and projects with budgets of no less than \$50K;
- Provide technical guidance on EHRN’s priority areas and share their knowledge on the state of harm reduction in their respective sub-regions;
- Receive annual EHRN’s progress reports prepared by the Secretariat.

**The Chairperson:**

- Is elected by the SC members for the period of 3 years;
- Represents interests of EHRN and leads the SC’s decision-making process on issues defining EHRN’s scope of work and operational policies (as defined by EHRN Strategic Plan);
- Is a connecting link between the SC and the Secretariat, provides strategic guidance to the Secretariat, and serves as a direct manager of the Secretariat’s Executive Director;
- Oversees and monitors operations of the Secretariat and implementation of EHRN’s plans;
- Is responsible for directing activities of the SC including the development of SC meetings agendas;
- Is responsible for primary briefing and integration of newly elected SC members;
- Receives annual EHRN’s progress reports prepared by the Secretariat.

**The Executive Secretary:**

- Is appointed by the Executive Director of the Secretariat;
- Is a member of the Secretariat staff;
- Is responsible for provision of organizational and coordination support to the SC Chairperson to ensure efficient implementation of his/her duties as the SC Chairperson;
- Follows the guidance of the SC Chairperson in organizing the SC meetings, e-mail conferences and teleconferences (including drafting agendas, scheduling, invitations, relevant correspondence etc.);
- Organizes the process of SC members’ elections.

#### **4. Operational procedures of the Steering Committee**

Working languages of SC are English and Russian.

##### Meetings

The Steering Committee convenes meetings at least once a year if there are no financial constraints. The time and place of the next meeting is determined at the current meeting and is included in the minutes of the meeting.

To satisfy the quorum requirements, at least half of SC’s full members must be present at the meeting. SC Members may not delegate their votes for participation in a SC meeting in absentia.

Executive Secretary sends draft agenda of a SC’s forthcoming meeting at least one month before the date of the meeting. Suggestions and corrections must be sent to the Executive Secretary at least 2 weeks before the date. The final version of the agenda is sent by the Executive Secretary at least 1 week before the date of the SC meeting.

##### The Chairperson:

- Opens a SC meeting provided that the quorum requirements are satisfied;
- Calls for election of the SC meeting chair and secretary/note-taker;
- Reviews and finalizes the meeting’s minutes;

The Chair of SC meeting:

- Is elected for each meeting either from SC members or as an invited facilitator;
- Calls for discussion and approval of the SC meeting agenda;
- Facilitates the process of discussing the agenda items and making required decisions;
- Has the right to limit the speech time of SC members on agenda items on the grounds of expedience and considering the overall time of the meeting.

E-mail conferences (listserv):

A number of questions related to EHRN work can be discussed via e-mail. The questions include:

- Approval of EHRN's projects;
- Discussion of current projects;
- Appointment of EHRN representatives at various events;
- Decisions about partnerships between EHRN and other organizations;
- Urgent procedural decisions, including early re-election and ethical aspects of EHRN members' actions;
- Approval of urgent advocacy activity of EHRN, including letters, press-releases and public statements.

Teleconferences:

All issues, with the exception of EHRN strategy development and evaluation, can be discussed and decided during the SC teleconferences. Teleconferences take place in EHRN official languages (separate calls for English and Russian can be organized).

Teleconference quorum requirements are satisfied if at least 1/2 of the total number of SC members participate in the call or express opinion on discussed issues beforehand. In case of urgent matters 3 votes by SC members are sufficient to make a decision (via e-mail / phone).

Teleconferences are organized by SC Executive Secretary. SC Executive Secretary compiles and sends the agenda of the teleconference at least 3 days prior to the teleconference. Teleconferences are facilitated by the SC Chairperson. SC Chairperson takes part in both teleconferences (Russian and English).

Minutes:

Minutes of the meetings and teleconferences are taken by the SC Executive Secretary.

Minutes of the meetings of the Steering Committee shall be sent to all members within 5 days after a meeting or teleconference. The minutes shall be considered as accepted if none of the members objects to the Executive Secretary within 5 working days from sending out the minutes.

Decision making:

SC makes its decisions by simple majority of votes if the issues are not indicated as particularly important.

In case of particularly important issues (such as changes in Membership, SC Statutes, approval of EHRN mission and strategy) decisions require 60% majority of SC votes.

**5. Principles of interaction between the Steering Committee and the EHRN Secretariat**

The Steering Committee monitors the conformity between the activity of the EHRN Secretariat and strategic plan, enforcement of SC's decisions and implementation of approved EHRN working plans.

SC annually evaluates the performance of the Secretariat and approves annual reports of the Secretariat Executive Director on its performance.

The only SC's member authorized to give direct instructions to the Secretariat's Executive Director is the Chairperson.

Interventions of particular SC members in the operation of the Secretariat including the delegation of tasks not agreed on by the SC (excluding information requests) to the Secretariat members are not admissible. If a SC member considers it necessary to intervene in the current activity of the Secretariat, he/she appeals to Chairperson with a corresponding suggestion and/or initiate the discussion of the suggestion by other SC members.

The scope of issues that can be addressed by the Secretariat upon the request of SC members should have implications for the whole region covered by EHRN and should be discussed and defined jointly by the SC Chairperson and the Executive Director of the Secretariat. The Secretariat's response to the issue identified by the SC member depends on the available resources such as staff and funding.

Secretariat is obliged to answer SC members' requests or/and proposals sent by e-mail within 3 working days, and 5 working days when requests are sent by post.

#### **6. Election of the Steering Committee members**

Number of SC members per sub-region and drug user community representation is defined as follows:

Central Asia	2 SC members
Russia	1 SC member
Belarus, Ukraine, Moldova	2 SC members
South-Eastern Europe	2 SC members
Central Europe	2 SC members
Baltic States	1 SC member
Caucasian countries	1 SC member
Drug user communities	2 SC members

The total number of SC members is 13 which includes 11 sub-regional and 2 drug user community representatives.

A country represented in a particular sub-region may have only one representative in SC who is elected through sub-regional elections.

Representatives of the drug user community represent EHRN's whole geographical area and should be from different countries.

Members of the EHRN Steering Committee are elected for a 3-year period. Restriction of terms of rotation for SC members is not applied (2 and more terms are possible).

In order to ensure succession and consistency of SC's activities SC members are elected by rotation. This means that no more than 7 SC members may be re-elected at a time.

In order to ensure the representation of various communities the Network shall strongly encourage members of diverse communities, especially of drug users and people living with HIV, to run for elections.

Decision of rotation is made by the SC, which authorizes the SC Executive Secretary to inform Network members of forthcoming elections. Notification on elections and nomination of candidates is to be sent to EHRN members representing corresponding sub-regions at least 1 month before the announcement of voting results. In case of election of drug user community representatives all individual and institutional EHRN members are informed at least 1 month before the opening of the voting process.

The process of voting itself must last at least 3 weeks.

Notification of election and nomination must include:

- A list of all current SC members;
- A list of SC members subject to rotation with a note of sub-regions they represent or with a note of representation of drug user communities;
- Special requirements for candidates (if necessary);
- Schedule of elections including: the deadline for candidate application (nomination); the date of start of voting; the deadline for voting; the date of announcement of a vote.

Basic requirements for candidates:

- To have been EHRN member for at least 1 year;
- Readiness and ability to work responsibly and actively as a SC member;
- Follow the principles listed in this Statute;
- In the case of sub-regional elections – to reside within a sub-region participating in the current elections;
- In case of drug user community representative elections – to live within EHRN geographical region and to be an individual who is former or current drug user and can represent interests of drug user communities;
- To communicate well in English and/or Russian.

Restrictions for candidates

To avoid a potential conflict of interests, candidates cannot be representatives of EHRN donor organizations.

Candidate applications must include:

- Candidate's full name and contact information (address, phone/fax with a country and city code, e-mail);
- Formal consent of a candidate to participate in the elections;
- Candidate's up-to-date CV;
- Motivation letter; description of reasons for his/her affiliation with the SC and vision of his/her role and function in the SC.
- Candidate's photo (not larger than 1 MB)

The application must be in Russian or English.

The procedure of nomination and voting:

Control over enforcement of the election procedure and confidentiality of voting is exercised by the Executive Secretary.

Candidate's applications are sent to the Secretariat within the term determined for nomination. Candidates are responsible for timely submission of their applications to the Secretariat.

The Secretariat sends a notification to a candidate on the same day as it receives his/her application. If the application is incomplete the Secretariat immediately requests the missing information from a candidate.

After the nomination period is elapsed, the Secretariat publishes the list of Candidates on the EHRN website and announces the start voting. The voting is done on the EHRN website. A voter is responsible for timely submission of his/her vote.

In case when there is only one candidate nominated from the sub-region who has never been previously elected as a SC member the elections are carried out in line with the regular elections procedure. However, if a sole nominee is entering the second term of SC membership he/she is appointed without the elections.

The list of elected SC members is sent to all EHRN members and published on the EHRN website.

#### Voting right:

- Each EHRN member (an individual or an organization) has only one vote in sub-regional election and one vote in the elections of drug user community representatives.
- If the same person is registered as both individual member and organization representative, he/she cast two votes, one as individual member, and one on behalf of the organization.
- The voting right is exercised by heads of organizations – EHRN members or other representatives of these organizations by proxy (in this case a copy of the proxy paper should be sent to the Secretariat by e-mail).
- Supporting members don't have the right to elect SC.

#### Early re-election

Early re-election takes place in two situations:

- If the elected SC member is not able to perform his/her responsibilities, he/she must inform SC which in turn may initiate re-election.
- If a particular SC member fails to perform his/her duties (does not attend conference calls or does not participate in e-mail conferences for the period of 3 months or more) SC has the right to initiate re-election of the SC member in question within the sub-region or among constituencies. Decision on the re-election of a SC representative can be made by 2/3 majority of the current SC members excluding the member subject to re-election. The member in question should have an opportunity to provide explanations in person via e-mail or through his/her representative.

#### Additional provisions regarding election of drug user community representatives

International Network of People Who Use Drugs (INPUD) and Eurasian Network of People Who Use Drugs (ENPUD) are informed about the process of election of SC members representing drug user communities. INPUD and ENPUD can issue recommendation regarding the candidates. In case when candidates receive equal amount of votes in the elections the SC consults INPUD and ENPUD to make the final decision.